



# TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



President – Bill Pease • Vice-President – Robert Leete • Director – Kevin Graves • Director – Mark Simon • Director – Chris Steele

**MINUTES THE REGULAR MEETING  
OF THE BOARD OF DIRECTORS  
OF THE TOWN OF DISCOVERY BAY  
Wednesday October 5, 2016  
REGULAR MEETING 7:00 P.M.**

**Community Center  
1601 Discovery Bay Boulevard, Discovery Bay, California  
Website address: [www.todb.ca.gov](http://www.todb.ca.gov)**

**REGULAR MEETING 7:00 P.M.**

**A. ROLL CALL AND PLEDGE OF ALLEGIANCE**

1. Call business meeting to order 7:03 p.m. – By President Pease
2. Pledge of Allegiance – Led by Director Steele
3. Roll Call – All Present

**B. PUBLIC COMMENTS (Individual Public Comments will be limited to a 3-minute time limit)**

There were two public comment speakers regarding traffic enforcement.

**C. AREA AGENCIES REPORTS / PRESENTATION**

1. Sheriff's Office Report – Patrol Commander Darren Hobbs, Introduced the new resident deputy and informed the Board that the Sheriff's Department will be obtaining equipment for radar to enforce speeding. The Board expressed appreciation to the Sheriff's Department.

Crime Prevention Specialist Fontenot - Provided the law enforcement report for the month of September and the number of calls within the month; also noted that the vehicle burglaries have tripled.

CHP Report – No Report

2. Supervisor Mary Piepho, District III Report - Alicia Nuchols Field Representative – Thanked Director Steele for attending the Byron Family Park Ground Breaking Event. Also provided an update regarding the P6 meeting held at the Community Center and an open house event from 4:00 p.m. to 7:00 p.m. on Wednesday, December 7<sup>th</sup> at Supervisor Piepho's office.

**D. PRESENTATIONS**

1. Assemblymember Jim Frazier, 11<sup>th</sup> Assembly District - Legislative Update  
Assemblymember Jim Frazer provided his legislative update. President Pease noted that Discovery Bay needs assistance from CAL Trans regarding the cleanup on Highway 4. Director Graves thanked Assemblymember Jim Frazier for his attendance and work related to the Delta situation with the Blue Green Algae.

**E. COMMITTEE/LIAISON REPORTS**

1. Trans-Plan Report – No Report
2. County Planning Commission Report – No Report
3. Code Enforcement Report – Vice-President Leete provided an update.
4. Special Districts Report\*\* – No Report

\*\* These meetings are held Quarterly

**F. CONSENT CALENDAR**

All matters listed under the CONSENT CALENDAR are considered by the District to be routine and will be enacted by one motion.

1. Approval of DRAFT minutes of special meeting for September 21, 2016
2. Approval of DRAFT minutes of regular meeting for September 21, 2016
3. Approve Register of District Invoices
4. Approve the First Amendment to Employment Contract between Catherine O. Kutsuris and the Town of Discovery Bay which provides for a one week vacation.
5. Approval of the Salary Schedule 100 Series – Correct Recreation Leader III Salary Range Number

Motion by: Director Simon to approve the Consent Calendar

Second by: Vice-President Leete

Vote: Motion Carried – AYES: 5, NOES: 0

**G. BUSINESS AND ACTION ITEMS**

1. Consider authorizing the Interim General Manager to sign a contract with Luhdorff & Scalmanini for an amount not to exceed \$75,000 for engineering services necessary for the upgrades to the PLC and SCADA systems currently serving the Willow Lake Water Treatment Plant and water supply wells 1B and 2.

Interim General Manager – Provided the details regarding the PLC and the SCADA systems.

Motion by: Director Graves to authorize the Interim General Manager to sign a contract with Luhdorff & Scalmanini for an amount not to exceed \$75,000 for engineering services necessary for the upgrades to the PLC and SCADA systems currently servicing the Willow Lake Water Treatment Plant and water supply Wells 1B and 2.

Second by: Director Steele

Vote: Motion Carried – AYES: 5, NOES: 0

2. Consider adoption of Resolution No. 2016-16 authorizing the change in the financial benchmark for all eligible employees who choose medical coverage.

Interim General Manager – Provided the background to the benchmark; California Choice Health Net HMO Gold A level and the purpose for the requested change.

Motion by: Director Graves to adopt Resolution No. 2016-16 authorizing the change in the financial benchmark to California Choice Health Net HMO Gold A level for all eligible employees who choose medical coverage.

Second by: Director Steele

Vote: Motion Carried – AYES: 5, NOES: 0

3. Consider approval of the issuance of a contract with Restec Contractors Inc. in the amount of \$33,601.00 for the removal of the Community Center Roof.

Interim General Manager – Provided the details regarding the removal of the Community Center roof. In response to questions, the Interim General Manager noted that the Community Center would need to be closed during construction and the source of funds for the project is PG&E.

Motion by: Vice-President Leete to approve the issuance of a contract with Restec Contractors Inc. in the amount of \$33,601.00 for the removal of the Community Center Roof.

Second by: Director Graves

Vote: Motion Carried – AYES: 5, Noes: 0

4. Consider approval of the issuance of a contract with King's Roofing in the amount of \$48,800.00 for the installation of the new Community Center Roof.

Interim General Manager – Provided the details of the proposed contract for the Community Center roof installation.

Motion by: Director Graves to approve the issuance of a contract with King's Roofing in the amount of \$48,800.00 for the installation of the new Community Center Roof.

Second by: Director Simon

Vote: Motion Carried – AYES: 5, NOES: 0

5. Consider approving a contract with Bond Underwriter Brandis Tallman LLC for the 2016/2017 Bond Issue for needed Wastewater Capital Improvements.

Finance Manager Breitstein – Provided the details regarding the need for issuing a bond for the Wastewater Capital Improvements. The Board commended staff and the consultant for the work on this project.

Motion by: Director Graves to authorize the General Manager to enter into agreements with Brandis Tallman LLC for Bond Underwriting Services; authorizing the commencement of proceedings in connection with the execution and delivery of wastewater bond obligations, appointing an Underwriter.

Second by: Vice-President Leete

Vote: Motion Carried – AYES: 5, NOES: 0

Saul Rosenbaum with Prager & Co., LLC provided a presentation on financing the Filtration Project including debt services alternatives. There were questions regarding decision timing on the project. Interim General Manager thanked Prager & Co. along with the Finance Manager for the work and the future work on this project. President Pease suggested that there be a workshop scheduled to discuss new housing and if there is a need for additional bonds.

6. Accept the report from the Interim General Manager regarding the evaluation of whether the additional \$4,000,000.00 in capital is necessary for Plant 1 and/or whether the facilities should be rebuilt at Plant 2. The Interim General Manager – Provided a summary of the Plant 1 alternatives which were evaluated by Stantec ranging in cost from approximately four million to over thirteen million. The District obtained an engineering peer review of the report, along with a review of the Master Plan and current construction projects. The peer review found that the flows projected in the Master Plan deviate measurably from the actual flows. Using the actual flows along with Master Plan projections, the majority of the four million in expenditures would not be necessary for approximately ten years. The District staff team along with Herwitt Engineering, Housen Engineering, and Veolia (the District's operator) met and collectively recommend the following:

1. Plant 1 should not be abandoned or repurposed at this time. The plant should remain for additional reserve capacity as more data is developed and as the denitrification project is planned;
2. The proposed \$4,000,000 expenditure for Plant 1 is not necessary at this time and can be reduced to approximately \$750,000;
3. The Plant 1 retention provides the opportunity to reduce the denitrification project by approximately six million (reducing from 8 million to 2 million dollars)

The Interim General Manager made the following additional recommendations and findings:

1. The District should annually evaluate wastewater flows to determine whether planned facilities are needed and at what time period.
2. Given that the actual wastewater flow data since 2012 is measurably lower than the expectations provided for in the Master Plan, the District should conduct a Master Plan update; and
3. The necessary capital improvements to Plant 1 may be managed with the District's Wastewater Infrastructure Reserve Fund.

The evaluation resulted in a potential savings of up to nine million for the District. The Board thanks the Interim General Manager for the evaluation and update. The Interim General Manager the Water and Wastewater Committee will discuss the recommendations in more detail.

**H. MANAGER'S REPORT – Discussion and Possible Action**

None

**I. INFORMATIONAL ITEMS ONLY (NO ACTION NECESSARY)**

None

**J. PRESIDENT REPORT AND DIRECTORS' COMMENTS**

None

**K. GENERAL MANAGER'S REPORT – Discussion and Possible Action**

None

**L. DISTRICT LEGAL COUNSEL REPORT**

None

**M. SUB-COMMITTEE UPDATES – Discussion and Possible Action**

None

**N. CORRESPONDENCE – Discussion and Possible Action**

1. Received – Contra Costa Special Districts Association Quarterly meeting minutes for July 18, 2016
2. Received – Email from Richard Fernandez regarding traffic safety at the intersection of Discovery Bay Blvd. and Clipper Drive

**O. PUBLIC RECORD REQUESTS RECEIVED**

**P. FUTURE AGENDA ITEMS**

None

**Q. ADJOURNMENT**

1. The meeting adjourned at 8:10 p.m. to the reconvening of the Closed Session at the Community Center located at 1601 Discovery Bay Boulevard.

//cmc – 10-11-16

<http://www.todb.ca.gov/agendas-minutes>